



State of New Jersey  
DEPARTMENT OF TRANSPORTATION

IN REPLY PLEASE REFER TO  
Procedure for Utility  
and Railroad Facility  
Relocations

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MEMORANDUM  
ALL DESIGN UNITS

Attached are additions and revisions to the Procedure for Utility and Railroad Facility Relocations issued April 16, 1990.

Please replace or add the following to the 4/16/90 Procedure:

- Table of Contents - addition of Section 6.
- Pages 1-1 and 1-2 - typographical correction.
- Section 6, pages 6-1 and 6-2 - Procedure For Developer Sponsored Projects.

Section 6, Procedure For Developer Sponsored Projects should be included by reference or attachment in all Developer agreements and dealings.

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Attachments  
CFT:MAL:jc

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## SECTION 1

### INTRODUCTION

#### 1-01 PHILOSOPHY

Virtually every highway construction project in the State of New Jersey impacts existing utility and/or railroad facilities.

It is incumbent upon the Designer to take all necessary and prudent steps to lessen and where feasible avoid utility conflicts. In the past, designers have neglected to thoroughly examine and seek alternatives which satisfy design and safety standards and at the same time not impact utility facilities.

Since 1983, with the passage of NJSA 27:7-44.9, the utility reimbursement statute, the State of New Jersey has been required to pay utility companies for any facility relocation required as a result of a Department construction project. The relocation costs account for approximately 10% of the Department's construction program or nearly \$50 Million annually. While not all of these relocations can be eliminated, many can be lessened.

It must be the goal of every Designer to look for different approaches and innovative designs and methods to avoid a utility relocation. To do so will result in great benefits to the Department, not only in the obvious financial savings but also through indirect costs during construction. A simplified construction schedule, unencumbered by third party constraints, will result in lower bid prices, on-time

completion and fewer claims. Overall the result is a better, smoother and more easily constructed project.

To this end, close cooperation is required between the Designer and the Bureau of Utility and Railroad Engineering. The Procedure, if followed, will produce the results which are desired by the Department. Relocations that do prove necessary, if planned and authorized prior to the start of construction, i.e. during the design stages of the project, will allow the utility/railroad relocation work to be coordinated with the construction work and thereby minimize delays to all concerned parties.

SECTION 6  
PROCEDURE FOR DEVELOPER SPONSORED PROJECTS

6-01 GENERAL

1. All utility facility relocations shall be designed and constructed in accordance with current New Jersey Department of Transportation Roadway Design Policy and N.J.A.C. 16:25 (Department's Regulations for the Accommodation of Utilities within Highway Rights of Way).
2. Should the project involve a railroad grade crossing or structure, the Developer shall petition the Bureau of Utility and Railroad Engineering for a review of the impact that the project will have on the railroad facility and further that a determination be made as to what procedures, if any, must be initiated to comply with N.J.S.A. 48.

6-02 CONSTRUCTION PLANS AND SPECIFICATIONS

1. The Developer shall depict on the project's construction plans the following:
  - a. The names of all utility facility owners, whose facilities exist within the project's limits, shall be shown in the utility owners block on the Key sheet and contact personnel for each shall be appropriately cited in the supplementary specifications for the project.
  - b. The type, size and location of all above and below ground existing utility facilities. The depiction of aerial pole line facilities can be limited to the indication of poles.
  - c. The location of all proposed utility facilities being relocated because of the project and notations as to who will be performing the relocations.

6-03 PHASE SUBMISSION REQUIREMENTS

1. Prior to the submission of the project's Phase 3 plans to the Department for approval, the Developer must obtain from the Bureau of Utility and Railroad Engineering a letter approving all the utility facilities relocations indicated on the contract plans. This approval shall be valid only for those relocations shown and the Developer is advised that any additional relocations required whether by plan change or utility construction requirement must have a subsequent approval.
2. Prior to the submission of the project's Phase 4 plans to the Department for approval, the Developer must furnish the Bureau of Utility and Railroad Engineering with a document from each utility facility owner within the project's limits stating that:
  - a. they have reviewed the Developer's plans and supplementary specifications and that their respective facilities and any required relocations are correctly shown and are in accordance with the owner's criteria.
  - b. the matter of reimbursement for their utility relocation costs has been addressed in a manner that is satisfactory to the utility owner.
  - c. they are aware that any change and/or addition to their facilities relocations as depicted on the Developer's construction plans will require an additional approval from the Department of Transportation and that their relocations, as shown on the Developer's plans, are considered by the Department as being approved and no further action on the part of the utility owner is required.